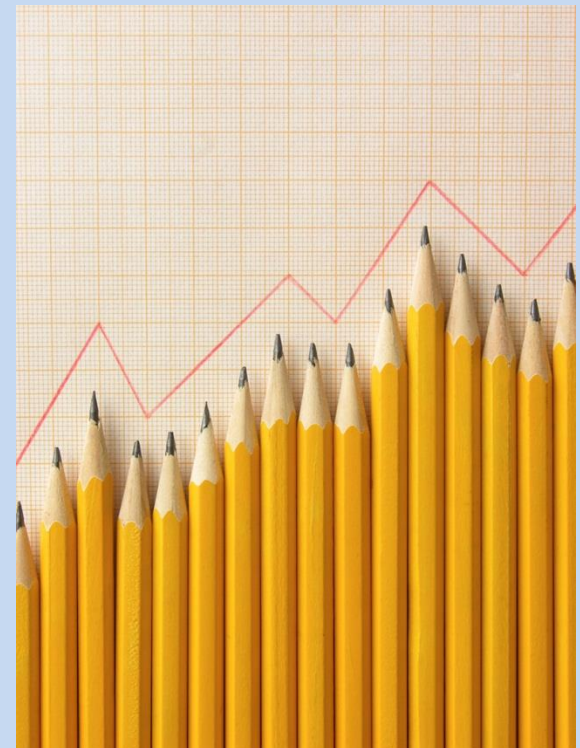




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NC E-Procurement  
ACCBO Spring Conference  
May 2015

- Over **4.9 Million** purchase orders have been issued through NC E-Procurement
- More than **\$31 Billion** in spending has processed through the NC E-Procurement system

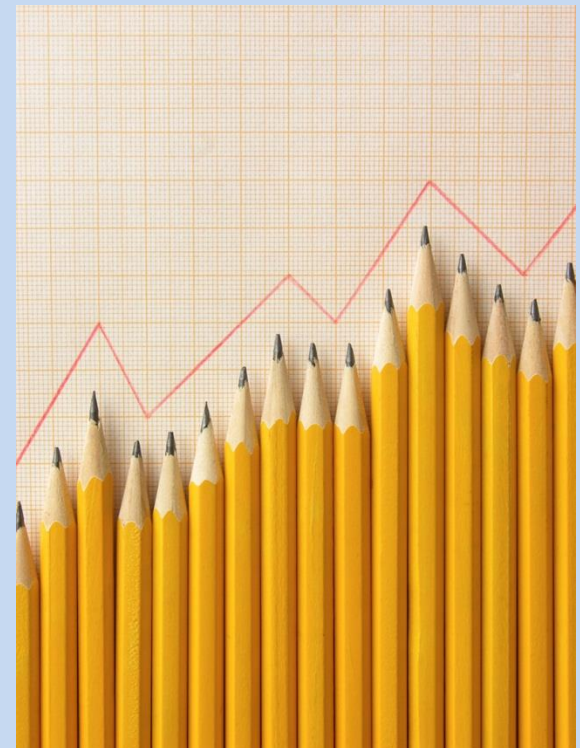


Over **9,500 NC users** from  
almost **200 different entities**  
now use NC E-Procurement:

- State agencies/Institutions
- Community colleges
- K-12 Local school systems
- Local governments



- There are more than **450 electronic catalogs** representing over 135 Statewide Term Contracts available to users
- Over **50,000 vendors** are registered in the NC E-Procurement system.



***NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.***

- Orders and internal approvals are **routed electronically** and maintained for accountability – encourages paper free purchasing!
- Users have access to a **centrally maintained database** of vendor information, including Historically Underutilized Business (HUB) certifications

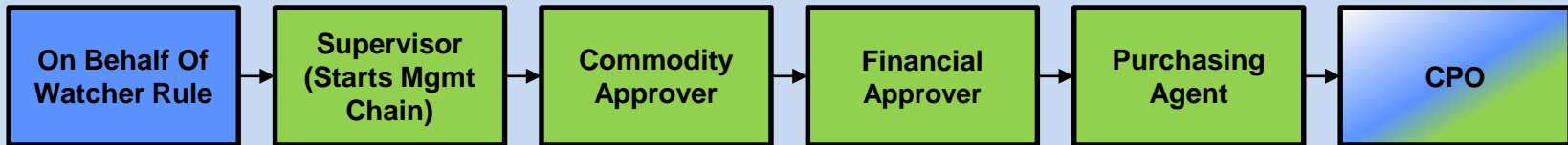
Users can view the State term contract pricing within NC E-Procurement through the **catalogs and punchout catalogs**.

- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders.

Since January 2015, NC E-Procurement has worked with many colleges to evaluate current purchasing processes, update approval flows, and train users.

- Cape Fear Community College
- Catawba Valley Community College
- College of the Albemarle
- Piedmont Community College
- Randolph Community College
- Rowan-Cabarrus Community College
- Sandhills Community College
- Wayne Community College

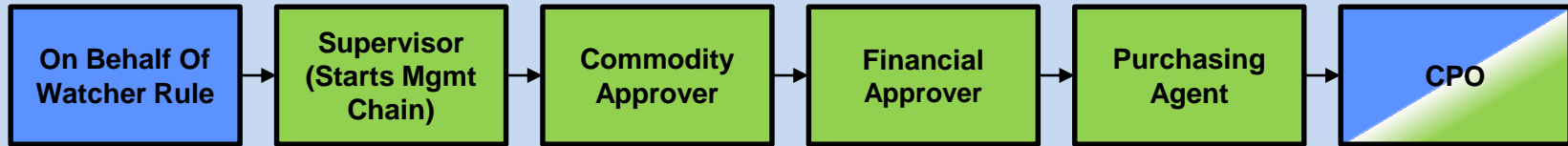
*Electronic approval flows facilitate an effective procurement process and allow procurement professionals to focus on strategic initiatives.*



- Automated approval flows add **watchers**, for awareness, or **approvers**, for approval action
- User profiles include a **supervisor** and a **dollar approval threshold**, so that requisitions over the dollar threshold are routed to that user's supervisor. This continues until a supervisor with an approval threshold over the requisition amount approves it.

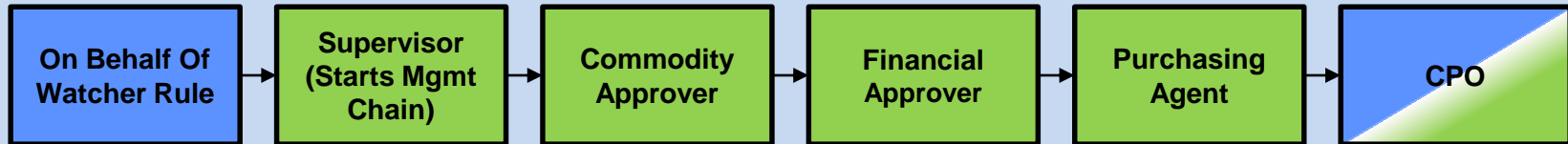


## Approval Flows





- **Commodity approvers** with specialized expertise, such as IT, can be set using a combination of commodity code and dollar approval threshold.
- **Financial approvers** can review requisitions over a dollar threshold. Entities can have one financial approver or divide the responsibility by account code.
- **Purchasing Agent approvers** can be one role or divide the responsibility by commodity.
  - Purchasing Agents approve all non-catalog requisitions to enable compliance.
  - Optional setting allows purchasing agents to approve **catalog-only requisitions** over a set **dollar threshold**, as catalog items are pre-populated with supplier ordering information.

## Approval Flows



- **Chief Procurement Officer** can be added to flow as a **watcher** or an **approver based on a dollar threshold**. Requisitions can be sent to a single CPO role or can be routed based on the commodity.
- The Commodity, Financial, Purchasing and CPO approvers are **group-based**. All requisitions received for approval can be approved by any user in that group.

- Use the **copy** functionality in NC E-Procurement to reduce re-work when purchasing items previously ordered.
- Use the **Mass Edit** functionality to set things such as **Account Code** for all line items at once.
- When entering shipping as a line item on eRequisitions in NC E-Procurement, use commodity code **962-86**
- Conduct a **purchase order** system search using the NC E-Procurement requisition ID to determine if a previously created requisition has been turned into a purchase order.
- The **Remit To Address** is now visible in the NC E-Procurement Registered Vendor Search.

Buyer

Vendor

User Training

Contact Us

[NC E-Procurement Home](#)
[Buyer Login](#)
[Vendor Login](#)
[Vendor eQuote Login](#)

## System Tips

This page was last updated on September 29, 2014.

Community Colleges

School Systems

State Agencies

Non-Integrated

The following are quick links to category sections:

- Community College Setup and Maintenance
- Requisitioning
- System Navigation
- eQuote
- Approving
- Purchase Orders
- User Maintenance
- Vendor/Billing

### Community College Setup and Maintenance

Tip	Date Posted
Hardware and Software Requirements	1/27/2005
Entity Client Overview/Troubleshooting Steps	1/27/2005
Entity Client Troubleshooting	1/27/2005
Common Error Messages	1/27/2005

**Buyer**

System Tips

Resources

Commodity Code List

User Account Maintenance

Punchout Catalog Status

New Functionality

Participation Report Guidelines (LEAs)

Frequently Asked Questions

Registered Vendor Search

State Term Contract Catalog Search

State Term Contracts Listing

News & Events

The Source Newsletter

2014 iHub Upgrade.html

- **10 Web Based Trainings & 40 Job Aids**
  - *Self-paced online training modules*
  - *Printable job aids with screenshots*
  - *<http://eprocurement.nc.gov/Training.html>*
- **Onsite Training**
  - *Free on an as needed basis*
  - *[eptraining@doa.nc.gov](mailto:eptraining@doa.nc.gov)*
- **Dedicated Training Environment**
  - *Hands on experience for new users or trying Approval Flows*
  - *<https://trn9r1.ncgov.com/Buyer/Main/>*

***The NC E-Procurement Help Desk is  
manned by highly-trained and friendly IT  
customer service agents dedicated to  
serving you!***

**Agents are available for assistance**

**7:30am – 5pm**

**Monday through Friday**

**888-211-7440, Option 1**

**[ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)**



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*Questions?*